



2004

# LOBBYIST AGENT REGISTRATION

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

<b>1. REGISTRANT'S NAME</b> (ONLY ONE PERSON MAY REGISTER WITH THIS FORM)		<b>2. REGISTRANT'S ID NUMBER</b> <b>A</b>
		<b>3. TYPE OF FILING</b> <input type="checkbox"/> ORIGINAL REGISTRATION <input type="checkbox"/> AMENDMENT TO EXISTING REGISTRATION ITEMS BEING AMENDED _____
<b>4a. MAILING ADDRESS</b> (ALL MAILINGS WILL BE SENT TO THIS ADDRESS)    <b>TELEPHONE NUMBER</b> (                      ) _____		
<b>4b. RESIDENTIAL ADDRESS</b> (IF REGISTRANT IS AN INDIVIDUAL )    		<b>4c. BUSINESS ADDRESS</b> (IF DIFFERENT THAN ITEM 4a )    
<b>5. DATE BECAME LOBBYIST AGENT</b>  <div style="text-align: right;"><input type="checkbox"/> CHECK BOX IF REGISTRANT HAS NOT MET THE DEFINITION OF A DEFINITION OF A LOBBYIST AGENT AT THIS TIME</div> <div>MONTH                      DAY                      YEAR</div> <b>REGISTRATION IS REQUIRED WITHIN 3 CALENDAR DAYS AFTER MEETING THE DEFINITION OF A LOBBYIST AGENT.</b> LATE FILING FEES ARE ASSESSED IF A REGISTRATION IS RECEIVED MORE THAN 3 CALENDAR DAYS AFTER THE DATE INDICATED ABOVE.		
<b>6. EMPLOYEES</b>	<b><u>ADD THE NAME AND ADDRESS OF EACH INDIVIDUAL, FIRM OR OTHER PERSON DIRECTLY EMPLOYED, COMPENSATED OR REIMBURSED FOR LOBBYING BY THE PERSON NAMED UNDER ITEM 1. DELETE A NAME WHEN THE PERSON IS NO LONGER EMPLOYED, COMPENSATED OR REIMBURSED FOR LOBBYING.</u></b>  <b><u>THE ENTRY OF A PERSON'S NAME UNDER THIS ITEM DOES NOT REGISTER OR TERMINATE THE PERSON AS A LOBBYIST OR A LOBBYIST AGENT. ALL PERSONS REQUIRED TO REGISTER MUST DO SO ON A SEPARATE REGISTRATION FORM.</u></b>	
<input type="checkbox"/> ADD  <input type="checkbox"/> DELETE ID# _____	<input type="checkbox"/> ADD  <input type="checkbox"/> DELETE ID# _____	
<input type="checkbox"/> ADD  <input type="checkbox"/> DELETE ID# _____	<input type="checkbox"/> ADD  <input type="checkbox"/> DELETE ID# _____	
<b>7. VERIFICATION: I CERTIFY THAT ALL REASONABLE DILIGENCE WAS USED IN THE PREPARATION OF THE ABOVE FORM, AND THE CONTENTS ARE TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE.</b>  _____ ATTENTION.) (ALL MAIL WILL BE DIRECTED TO THE SIGNATORY'S TYPE OR PRINT NAME OF AUTHORIZED SIGNATORY  _____ SIGNATURE (REGISTRANTS WHO ARE INDIVIDUALS MUST SIGN THEIR OWN FORMS.)                      MONTH                      DAY                      YEAR		

## 2004 LOBBYIST AGENT REGISTRATION FORM – INSTRUCTIONS

**A LOBBYIST AGENT REGISTRATION FORM must be filed by all persons (an individual, business or group of any type) that meets the definition of a LOBBYIST AGENT as indicated below:**

**LOBBYIST AGENT - An individual, business or group of any type that is compensated or reimbursed more than \$500.00 during any 12-month period for lobbying public officials. Registration is required within 3 calendar days. Expenditures or compensation contingent upon the outcome of a legislative or administrative action is prohibited.**

**LOBBYIST AGENT REGISTRATION FORM - Due within 3 calendar days after a person becomes a Lobbyist Agent.**

**An individual, business or group of any type becomes a Lobbyist Agent immediately upon entering into any type of agreement to receive compensation or reimbursement for lobbying in excess of the threshold defining a Lobbyist Agent during any 12 month period. LOBBYISTS (persons with legislative or administrative interests that make expenditures to lobby public officials) must register separately on a LOBBYIST REGISTRATION FORM within 15 calendar days after making expenditures in excess of \$500.00 to lobby a single public official or in excess of \$1,975.00 to lobby any number of public officials. All LOBBYIST AGENTS and LOBBYISTS must file FINANCIAL REPORT SUMMARY FORMS on January 31 and August 31 each year.**

**LOBBYIST AGENT REGISTRATIONS, as well as any other required registration or report, must be received by 4:00 p.m. on the due date to be considered timely. Registrations or reports sent by certified or registered mail and postmarked two or more days before the deadline will be considered timely regardless of when they are received. Late filing fees will be assessed for each calendar day a registration or report is late is late.**

**Every section of the form must be completed.** If any section does not apply, enter N/A or not applicable. Incomplete forms may be rejected and subject to late filing fees.

**Item 1. Enter the name of the registrant on whose behalf this registration is being submitted.** Enter one name only as each Lobbyist and Lobbyist Agent must submit a separate registration.

**Item 2. Enter the registrant's identification number if this is an amendment to an existing registration, leave blank if this is an original registration.** (Note: Each registrant is issued a unique identification number through the Bureau of Elections upon registration that may not be transferred to another person.)

**Item 3. Enter the type of registration.** The first registration form submitted to this office is the original, later forms submitted to change information must be marked as amendments.

**Item 4. Enter registrant's mailing address and telephone number in 4a.** All mail directed to the registrant through the Department of State's Bureau of Elections will be sent to the address listed in this item. If the registrant is an individual, enter the individual address in 4b. Enter the business address in 4c.

**Item 5. Enter the date the registrant (named in Item 1) met the definition of a Lobbyist Agent. Late fees are assessed if a form is submitted more than 3 calendar days after the date indicated in Item 5.**

**Item 6. Enter the name of any person employed, compensated or reimbursed more than \$20.00 during any 12 month period for lobbying by the registrant named in Item 1.** A person's name is only to be entered when being added to, or deleted from, this employee listing. (Note: The entry of a person's name under this item does not register or terminate the person as a Lobbyist or Lobbyist Agent.)

**Item 7. Sign the report, original signatures are required.** If a registrant is not an individual, the report must be signed by a person authorized to sign for the registrant. Mail will be directed to the attention of the person who signs under Item 7.

**Michigan Department of State, Bureau of Elections**

**Phone: (517) 373-2540**

**Web: [michigan.gov/sos](http://michigan.gov/sos)**

**For U.S. Mail:**

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Lansing, Michigan 48901-0726

**For overnight delivery services, or to visit our office:**

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